



**Applicant Services Center**

700 Fifth Avenue, Suite 2000

P. O. Box 34019

Seattle, WA 98124-4019

**Phone:** (206) 684-8850

**Hours:** M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

## **New Commercial Projects - General Responsibilities**

**Screening Responsibilities:** These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an application. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the intake time constraints.

**“Project stoppers”** are corrections that require a substantial redesign.

**Applicants** are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

**O/S Screener:** In coordination with the LU Screener, is responsible for the Project Description, the Land Use Considerations from the checklist and verifying the Legal Description matches the legal description approved by addressing. Also, responsible to verify plans and submittals are complete for building, energy/mechanical reviews, building code items:

- Stories and basements
- Type of construction
- Occupancy groups
- Construction Considerations from the checklist
- Accessibility Considerations
- Fees
- Identifying review locations
- O/S IP hours

**LU Screener:** In coordination with the O/S Screener is responsible for the Land Use Considerations from the checklist, Project Description and verifying the legal description matches the legal description approved by addressing. Responsible for checking ArcView map to verify zoning and site characteristics.

- Locations of structure(s)
- Parking layout
- Zoning overlays and adjacent zoning
- Completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc.
- Use per Land Use Code
- Land Use review locations
- Zoning IP hours

## New Commercial Projects – General Requirements Overview

### Screening Overview (SCOPING):

#### Cover Sheet Completed

- Project Address matches the Address assigned by DPD
- All portions of Cover Sheet completed including contact information, related projects, zone and proposed uses, building data, construction value, fire protection, and where information is indicated on the plans, Energy/Mechanical Code Compliance information, parking information, etc.

#### Forms – all forms must be completed (Including but not limited to))

- Financial Responsibility Form
- Contact Disclosure Form
- Pre-Site Inspection
- Energy Calculations

#### Project matches addressing review

- Legal description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match DPD Project Address

#### Plot Plan, Floor Plan and Elevations agree

#### All Plans and notes indicated in Screening Checklist are included

#### Plans are Microfilmable

- Good Contrast
- Minimum ¼ inch for all plans
- Minimum 1/8 inch lettering (if handwritten)
- Minimum 1/8<sup>th</sup> inch or 1:10 for plot plan

#### Number of Plans Required

- Four (one additional for restaurants, one additional if SEPA, three additional for shoreline, and one additional for ECA). Identical Sets of Plans with Complete Coversheets and stapled.

#### Structural Calculations Included

# ARCHITECTURAL PLANS

## Plot Plan

Req Prov

### General Information

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project site address   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scale 1" = 10' or 1/8" = 1'  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal description(s) (Include easement legal description and recording number) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | King County Assessor's Parcel Number (APN)                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North Arrow  |

### Street and Alley Information

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Names and width of adjacent streets   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Street and Alley right-of-way width   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Street, alley improvement type and width (asphalt, concrete, gravel or specify "unimproved").                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sidewalk location or specify "no sidewalk"  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Curbside width and distance from adjacent property lines  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label curbside as "existing" or "proposed"  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify other structures in right-of-way (all utility poles, rockeries, street trees, Metro Bus Stops, etc.).        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Curb height and type (concrete, rolled asphalt or specify "no curbs")   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify and locate new street trees  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade elevation of driveway and pedestrian access points at property line              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify all physical restrictions to the site access (utility poles, rockeries, street trees, Metro Bus stops, etc.) |

### Development Information

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate location of all structures to be demolished  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension all portions of structure(s)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distances from structures to property lines   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distances between structures on property  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, etc.) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify accessory structures and dimension distances from other structures and property lines                                |
| <input type="checkbox"/>            | <input type="checkbox"/> | Building Identifier for each building (if more than one building on site)   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Locate and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify and dimension all areas of outdoor storage, outdoor sales  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify and dimension all queuing lanes and spaces   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show and identify existing trees  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify caliper and species of exceptional and significant trees   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction access details   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify and dimension all areaways and/or window wells   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Label and dimension assumed property lines  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Quantity of grading when not incidental to construction   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade contours   |

**Plot Plan - continued**

Req Prov

**Height Information**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade at each building corner  |
| <input type="checkbox"/> | <input type="checkbox"/> | For pitched roofs – identify elevation at top of plate, top of roof peak(s), top of deck, if applicable         |
| <input type="checkbox"/> | <input type="checkbox"/> | For flat roofs, identify elevation at top of roof structure, top of roof deck, top of penthouses, if applicable |

**Additional Requirements – Sloping lot height bonus documentation**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on high grade wall       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on low grade wall        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimension line between average high point and average low point |

**Open Space**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension areas of open space            |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate location of trees, shrubs and groundcover |

**Parking Information (see page 5 for requirements)**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension surface parking spaces (driveways) |
|--------------------------|--------------------------|--|

**Exiting Information**

- |                                     |                          |                              |
|-------------------------------------|--------------------------|------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate exits to public way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate door swing of exits |

**Building ID Plan**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Each building to be given an ID number consistent with plans on file with DPD if there is more than one structure on the site |
|--------------------------|--------------------------|---|

**Architectural Notes (Unless specified on details or framing and floor plans)**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Code Edition (Such as year, including amendments) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Elevator Notes.                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Fireproofing Notes                                |
| <input type="checkbox"/>            | <input type="checkbox"/> | Sprinkler Types                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Alarm Required                                    |

**Mechanical Notes**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Code Edition (Such as year, including amendments) |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Equipment Schedule                     |

**Energy Notes**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify Code Edition (such as year, including amendments) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify heat source                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify compliance path                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Envelope Summary for Energy Code Compliance                |

**Land Use Code Analysis and Documentation**

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations.

**Structure Height**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify maximum structure height allowed   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed structure height  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus, mixed use exceptions) |

**Land Use Code Analysis and Documentation - continued**

Req Prov

**Sloping lot height bonus documentation (calculate to nearest inch)**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of low grade wall   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevations of high grade wall   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for difference between average high and average low elevations                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify distance between average low point and average high point  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for slope on lot (difference in average elevations divided by distance between these points.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for additional height allowed (slope of lot divided by .06)                                   |

**Light and Glare**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify height of exterior lighting on poles   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Note "Interior lighting of parking garages shall be shielded to minimize nighttime glare from affecting nearby uses". |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify areas to be screened (i.e. parking areas, recycling areas, interior garage lighting, etc.)                   |

**Parking Information – surface parking and/or parking within the structure****General Information**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify use  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify area (in square feet) of use   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify parking requirements for use (i.e. 1 space per 350 square feet)              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Bicycle parking shown   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking calculations for all uses in building utilizing appropriate exceptions        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Width and depth of parking stalls dimensioned   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking angle identified  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking aisles dimensioned  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Barrier Free Parking and aisles shown and dimensioned including van height clearance. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Driveways shown and dimensioned   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify driveway slope   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Curbscuts shown and dimensioned   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and identify landscaping of surface parking area.                                |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show screening of parking, drive through lanes  |

**Offsite Parking**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fully dimensioned site plan for off-site parking, showing all parking spaces on site. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Covenant parking spaces identified on site plan for off-site parking                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking Covenant completed with legal descriptions of both sites                      |

**If transit reduction is proposed**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of transit stops for bus                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate distance from property line(s) to transit stops |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Include a copy of bus schedule(s)                        |

**Building Code Analysis and Documentation**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction type                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Number of stories                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Allowable area Calculations/Mixed occupancy ratio |
| <input type="checkbox"/>            | <input type="checkbox"/> | Type of Sprinkler Systems provided                |
| <input type="checkbox"/>            | <input type="checkbox"/> | Fire Alarm provided                               |

**Building Code Analysis and documentation - continued**

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type of occupancy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FAR calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Egress/exiting analysis
<input type="checkbox"/>	<input type="checkbox"/>	Stair/elevator shaft pressurization requirement or lobby requirements
<input type="checkbox"/>	<input type="checkbox"/>	High-rise provisions if applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accessibility conformance
<input type="checkbox"/>	<input type="checkbox"/>	Development standard departure(s) approved through design review process
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height above lowest Fire Department access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupant load of common areas including roof decks

**Accessibility Analysis**

<input type="checkbox"/>	<input type="checkbox"/>	Total number of parking spaces
<input type="checkbox"/>	<input type="checkbox"/>	Number of barrier free parking spaces provided
<input type="checkbox"/>	<input type="checkbox"/>	Identify area of evacuation assistance
<input type="checkbox"/>	<input type="checkbox"/>	Path of travel to commercial spaces
<input type="checkbox"/>	<input type="checkbox"/>	Van stall location(s)

**Means of Egress/Exiting Plan – (can be included on floor plans)**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupant load calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show exit door (and swing) for each room
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rating of corridors, exit enclosure and stairs including doors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show hallways and/or non-rated corridors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and dimension exit separation
<input type="checkbox"/>	<input type="checkbox"/>	Identify horizontal exits and refuge areas
<input type="checkbox"/>	<input type="checkbox"/>	Identify exit passageways/enclosures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show building exits
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show swing of building exit doors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Width of corridors and stairways

**Floor Plans****General Information**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North arrow.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Microfilmable lettering and plan quality
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Label floor level (1 <sup>st</sup> , 2 <sup>nd</sup> , basement, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use of each room
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference call-outs for cross sections and details

**Floor plan information**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overall dimensions (exterior wall to exterior wall)
<input type="checkbox"/>	<input type="checkbox"/>	Overall dimensions of tenant space (if TI included in permit)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of hallways, corridors, rooms, foyers, elevator lobbies, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of walls and shafts and reference to details (Wall type's legend indicating construction type, fire rating, etc)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of interior and exterior doors, windows and relites
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension door size or provide door schedule

Req Prov

**Floor plan information** - continued

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Distance from door to adjacent walls (latch side for accessibility)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify and fully dimension accessible restrooms (layout and full accessibility dimensions may be shown on separate plan) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show location of medical gas storage   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimension decks, landings, etc.   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Indicate location of ramps and their slope   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of exit signs and exit pathway lighting   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Indicate location of mezzanines (separate dimensioned floor plan for mezzanine required)                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Location of fire walls   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify Area of evacuation assistance   |

**Stair Information**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate stairs  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension width and length of landing                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate rise and run  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show handrail information  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show guard information (rail height and spacing of intermediate rails) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show headroom height   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and dimension roof hatch  |

**Roof Plan**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate slope, drainage, and overflow  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Locate fire walls   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and dimension all roof openings  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Locate skylights  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show extent of roof decks, if any   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension and locate all roof top mechanical equipment, elevator, stair and mechanical penthouses |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate draft stops  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Locate attic access   |

**Elevation Views****General Information**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and label north, south, east and west elevation views   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show property lines  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate exterior materials (for Special Review District, Landmark structures or prior Design Review approval) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimensions exterior architectural features  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of doors and windows  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of existing and proposed finished grades   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provide floor plate heights  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show extent of basements and basement floor plate heights  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Dimension blank façade lengths (when required by LU code)  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Dimension transparent areas of façade (when required by LU code)   |



**Elevation Views - continued**

Req Prov

**General Information - continued**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension building height per building code analysis  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimension roof top mechanical equipment, elevator and stair penthouses                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify the elevation of the lowest Fire Department Access   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all vents (for odors, smoke, fumes, etc.) and dimension distance above sidewalk.                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distance from top plate to highest point(s) of the structure  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Dimension height of parapets  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Indicate slope of pitched roofs   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify the elevation of each floor  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For pitched roofs – identify elevation at tope of plate, top of roof peak(s), and top of roof desk, if applicable.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For flat roofs – identify elevation at top of roof structure, top of roof decks, if applicable and top of parapets. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Height of setback exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower.          |
| <input type="checkbox"/>            | <input type="checkbox"/> | Height of cantilevered portions of structure from grade   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Details of open railings on decks if yard or height exceptions used   |

**Building Sections****General Information**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs to construction details   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate property lines   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show retaining walls or extent of shoring if used   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension all floor-to-floor height. Identify all floor levels including basement and mezzanines  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show horizontal fire barrier  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Illustrate mixed construction conditions (total height of the building, height from top of the fire barrier, specify all occupancies, specify all types of construction). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show existing and finished grade  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show all fire walls and their extent  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Illustrate unusual conditions (unusual ceiling configurations, etc.)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show energy code information such as insulation   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show wall, footing and under slab drains  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Provide parapet framing details, dimension height   |

**Stair Section**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rise and run dimensions  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension headroom height  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Handrail information (grasp requirements, extensions, and returns) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Guard information (rail height and spacing of intermediate rails)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire protection under stair (if enclosed)                          |



**Typical Wall Section - extending from roof/ceiling assembly to floor/ceiling assembly**

Req Prov

**Roof Detail**

- |                                     |                          |                         |
|-------------------------------------|--------------------------|-------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Framing Members         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insulation R-Value      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Roofing Material        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire Resistive Assembly |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Roof ventilation        |

**Ceiling Detail**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Distance from ceiling to floor and roof assembly above |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Seismic bracing.                                       |

**Wall Detail****Interior walls and partitions**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and grade, type and number of top and bottom plates         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size, grade, type and spacing of studs                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing, including Fire resistive assembly                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Height of wall or partition                                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Connection or bracing at ceiling and floor                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Elevator/stair or other shaft walls if not shown as wall details |
| <input type="checkbox"/>            | <input type="checkbox"/> | Fire walls   |

**Exterior Wall Details**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and type of wall material   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size, grade, type and number of top and bottom plates  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size, grade, type and spacing of studs   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Store front and/or Window framing  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Canopy/Awning Details  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exterior side: Siding, weather protection, structural sheathing (thickness and material); Veneer type (brick, stone) thickness and attachment. Fire resistive assembly if appropriate. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Interior side: Insulation R-Value and type; Wall covering material and thickness (usually gypsum wall board).  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire Resistive Assembly  |

**Floor Detail**

- |                                     |                          |                                      |
|-------------------------------------|--------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire Resistive Assembly requirements |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Insulation requirements              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor framing                        |

**Reflected Ceiling Plan (if included)**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show areas where there are dropped ceilings, soffits, and custom designed ceilings. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of lights  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire Resistive Information  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lighting schedule.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of exit lights (should be on floor plan)                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Seismic bracing detail if not on Details Page                                       |

## Door/Window Schedule

Req Prov

☒ ☐ Provide fire ratings, U-Values, type, size and special hardware

## Construction Details

### General Information

☒ ☐ Microfilmable lettering and plan quality (3/4" = 1' or larger is commonly used for construction detail so detail is clearly presented)

### Roof Details

☒ ☐ Scupper Box  
☐ ☐ Parapet/Cornice Detail  
☐ ☐ Roof Deck details if used  
☒ ☐ Roof framing detail  
☒ ☐ Roof vent  
☒ ☐ Roof drain and overflow

### Floor Details

☒ ☐ Floor framing, fire resistive assembly  
☒ ☐ Floor deck details, if used (fire resistive assembly, vents railing)  
☒ ☐ Window well details, if used (width, height, and egress ladder)

### Wall Details

☒ ☐ Wall framing, fire resistive assembly  
☒ ☐ Stair/elevator shaft wall details  
☒ ☐ Fire barrier wall details  
☒ ☐ Type of construction wall details

### Watch For:

1. Floor plans must show the location of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as a stair section, may be on the Building Section as long as the proposal is clear.

## Landscape Plan – DR 13-92

☒ ☐ Lot Area  
☒ ☐ Total square footage of: 1) required open space; 2) provided open space and 3) required landscaped area.  
☒ ☐ Number of trees, number of shrubs and quantity of ground cover required.  
☒ ☐ List common and botanical names of all plant material  
☒ ☐ For parking lots and all other required landscaped areas: dimensions of tree planting area and location of vehicle stops  
☒ ☐ If existing plants are required to be retained, show location, size and species; indicate how the plants will be protected during demolition and/or construction  
☒ ☐ For roof top container landscaping: a schematic irrigation and drainage plan; size and depth of plant containers  
☒ ☐ Specifications for soil improvement  
☒ ☐ For street trees: width of planting strip; existing utility lines, poles or meters; and structures located within the planting strip; and species and diameter of the trees

## STRUCTURAL PLANS

### Structural Notes

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Notes
<input type="checkbox"/>	<input type="checkbox"/>	Reinforced Concrete Masonry Notes
<input type="checkbox"/>	<input type="checkbox"/>	Steel Floor/Roof Deck Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cast-In-Place Concrete Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete Reinforcement Notes
<input type="checkbox"/>	<input type="checkbox"/>	Post-tensioned Concrete Notes
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel Notes
<input type="checkbox"/>	<input type="checkbox"/>	Cold-Formed Steel Framing
<input type="checkbox"/>	<input type="checkbox"/>	Steel Stairs
<input type="checkbox"/>	<input type="checkbox"/>	Wood Framing Notes
<input type="checkbox"/>	<input type="checkbox"/>	Shop fabricated wood joists, beams and trusses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Testing and Inspection notes

### Design Criteria

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code Edition (Such as year)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Dead Load and Live Load
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof Dead Load and Snow Load
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wind Exposure and Speed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seismic Zone and $R_w$
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Soil Bearing Capacity

### Foundation Plan

#### General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Microfilmable lettering and plan quality
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference call-outs for cross sections and details

#### Footing and foundation information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overall dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of columns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension and locate spread footings (Or provide footing Schedule).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension continuous footings or grade beams and foundation walls (width, height) or reference detail.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show thickness of slab
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show post below floor framing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locate and identify all steps in footing, retaining walls and/or foundation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show hold-down location and size
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show all shearwalls, indicate construction detail including nailing schedule
<input type="checkbox"/>	<input type="checkbox"/>	Show locations of Pile and Pile Caps

### Floor Framing Plans

#### General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Microfilmable lettering and plan quality
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference call-outs for cross sections and details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify floor (1 <sup>st</sup> Floor, 10 <sup>th</sup> Floor, etc.) and framing level

**Floor Framing Plans – continued**

Req Prov

**Framing Information**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and spacing of framing members (i.e. joists, beams)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and span of headers, beams, etc.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension and size of framing around openings in floors, ceilings and other horizontal diaphragms. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate all bearing walls and supporting floor framing  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all ledger connections  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all shearwalls, indicate construction detail including nailing schedule                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all diaphragms, indicate construction detail including nailing schedule                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show steel Moment Frames/Braced Frames   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify concrete floor slab thickness, rebar size and spacing                                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show rebar information around openings in floor  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all concrete shearwalls and their rebar information or provide rebar schedule.                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all concrete post-tensioned floor tendon or rebar information                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show concrete column cap   |

**Roof Framing Plan****General Information**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North Arrow  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Microfilmable lettering and plan quality           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details |

**Framing Information**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify header/beam, joist sizes and span   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Specify truss span, spacing, type   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Specify all diaphragms indicate construction detail including nailing/blocking      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Specify size of framing around roof openings and other horizontal diaphragms.       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show Steel Moment Frames/Braced Frame   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Specify steel deck/concrete diaphragm   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Specify concrete roof slab thickness, rebar size and spacing                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show rebar information around openings in roof                                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show all concrete shearwalls and their rebar information or provide rebar schedule. |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show all post-tensioned concrete roof tendon and rebar information                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show concrete column cap  |

**Structural Details****Foundation/Basement Wall/Retaining Wall Details**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fully dimension   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Detail differing conditions (reference to detail required on foundation plan) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify connection to post, beams, etc.                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify footing depth below grade   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate depth of cut in relation to the property line                        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify footing/wall rebar location and size or provide rebar schedule        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify connection to post, beams, etc.                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show concrete/steel column elevation details                                  |

**Structural Details - continued**

Req Prov

**Foundation/Basement Wall/Retaining Wall Details - continued**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/> | Specify column rebar detail or provide rebar schedule                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Elevator pit detail   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show approximate location of footings of building(s) on adjacent properties |

**Floor Framing Detail**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing material, thickness and connection, steel deck material and/or slab thickness and rebar |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show structural members and their connections   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provide concrete beam elevation and rebar details   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Foundation information or reference to separate detail  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire Resistive Assembly requirements  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Steel light gage framing details  |

**Shearwall Details**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all Shearwall construction and assembly details      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Shearwall schedule  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing material, thickness                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Required nail size, spacing                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Top and bottom plate connection to diaphragm              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Design capacity   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Floor to floor transfer details (hold down strap details) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Diaphragm to shearwall connections                        |

**Miscellaneous Details**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rockery/ecoblock cross section  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rated wall construction details if not provided elsewhere                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Masonry veneer connection detail if not shown on wall details                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ledger connection (member size, connection size, and spacing) if not provided on framing plan |